



**Executive Committee Board Meeting  
April 9, 2019**

Present:

Jim Sugarman  
Col. Jose Thomas-Richards  
Faith Myer  
Barbara Pembamoto

Phone:

Elayne Forgie  
Barbara Fretwell  
Lesley Vestrich

Guest:

Mike Dyer

Staff:

Trish Ernst  
Sonja Honkala

Advisory Member

Kelly Wilson

**Welcome and Call to Order** — Jim Sugarman welcomed everyone and called the meeting to order at 8:34 a.m.

**Acceptance of Minutes**— Jim Sugarman accepted the following minutes:

- EC Meeting March 19, 2019
- BOD Meeting April 2, 2019

Jim turned the meeting over to Mike Dyer to give us an update on the financials, forensic audit and the meeting him and Jim had with the landlord.

- Financials – Not a lot has changed. The agency is seriously in the red and past due on reimbursements for Division of Senior Services. The agency has recently make a partial payment to DoSS for December invoicing. Mike has read the contract with DoSS and our financial responsibilities. We need to reimburse our providers per the contract language.
- Forensic Auditor - Mike and Jim both met with a forensic auditor last week and his recommendations were to pursue an annual audit for 2018 for a cleaner picture and to hire a new auditor this year. The auditor seemed extremely educated and believed with no question there was fraud. Mike called 5 accounting firms and spoke to 2 of them. One of the accounting firms is interested in working with us.
- Landlord – Mike and Jim met with the building landlord and happy the meeting went good. The monthly rent had been reduced in January based on the meetings with Jaime stating we had occupants for the clinic. The landlord feels tricked by Jaime since he signed the lease in October but knew back in July we did not have anyone for that space. All in all the meeting ended on good terms.

Jim asked if the board not rescind on the vote made earlier for a forensic audit. Colonel Jose shared several finding errors in the monitoring report and agreed we need to pursue a forensic audit.

- DoSS – Jim and Mike met with several staff from DoSS last Friday. They asked a lot of questions and shared the reimbursement issue has been going on a long time. There were a number of issues discussed but by the end of the meeting they were willing to work with us.

**Chair's Report** – Jim shared the following items.

- Search and Selection Committee – We have a great group working on this committee. They have developed the job description and it will be sent out to everyone. The dead line for submitting resumes will be April 26<sup>th</sup> @ noon. First we will do phone interviews by the members of the committee. Second will be face to face meetings with other stake holders to meet with each candidate. At this time those involved will meet with the board to update them on the results. The goal is to have a CEO in place by the end of June.
- Interim CEO – DoEA would like the agency to get an interim CEO but if we move someone up than that may leave their center without sufficient leadership and Jim would rather not do this.
- Procurement Request – DoEA received an email from Joel Chandler that was then forwarded to our agency as he would like all documents pertaining to Community Care for the Elderly sent to him. This is going to take a lot of work gather all the information and we will be logging how many hours for reimbursement. At this time we do not know why this is being asked of our agency but it's mandated by the state of Florida for us to complete.
- Dr. Jaime Huysman – Jim met last week with Dr. Huysman and he asked if the board would reconsider rescinding Jaime's resignation and Jim shared that is doubtful and explained more on the situation. By the end of the meeting Dr. Huysman left on a positive note but did state that Dr. Rapier may or may not continue the WellMed crisis funding.
- Non Profits First – Jim met with NPF last week and the meeting went o.k. The agency has been certified for many years and not sure why they chose to not continue this over the last 2 years. The certification does affect how we get grants and business with others. The agency has been put into suspension at this time until we can complete the requirements.
- Financial Assisted Agency – We have been receiving \$250,000.00 every year for this grant without bidding because of the agency's relationship with DoSS.
- Pre-K Program – Our agency will not be able to continue this program as hoped as we do not have funding since we were paying for this out of discretionary funds.
- Mileage – Jim and Mike would like to ask for mileage reimbursement for the 3 weeks they have been volunteering every day at the agency. **MOTION: Motion to approve mileage reimbursement for Jim Sugarman and Mike Dyer as presented (Myer/Vestrich). Motion carried unanimously.** Jim shared that any other type of reimbursement would be a conflict of interest for both him and Mike.

**Contract Item** – None

**SMMLTC Update** – None

**Advocacy Update** – Kelly Wilson updated us on her trip for Florida Senior Day in Tallahassee and the event was a breath of fresh this year with the new agenda. The forum was a first this year and was a big success with all the panel of speakers and their robust dialogue, communication and collaboration understanding partnership. Kelly read an article about the legislation and the new partnership with 3

unlikely organizations which were Florida Healthy Care Association, Leading Age and AARP. Lastly, Kelly was in D.C. last week for the Alzheimer's Association Advocacy Forum and was thrilled to advocate for our group and now they will have services for younger folks rolled into Older Americans Act. Kelly will be speaking at the agency staff meeting tomorrow. Kelly met Danny Burgess the executive director of the Florida Department of Veterans' Affairs and brought back some informative information on the VA program.

**Communications/Events/Charitable Giving** – Trish shared the following upcoming events.

- Nostalgic America – Networking event this Thursday, April 11<sup>th</sup> and a good opportunity to mingle with other organizations and enjoy great entertainment. Information is on the table outside of Trish's office.
- Bagels and Brains – April 16, 2019 will be a 2 ½ hour cultural competency session.
- Prime Time Nominations – Please forward your favorite senior volunteer copies to Trish and the packet information in on the table outside of her office.

Trish shared how blessed we are to have Jim and Mike and speaks for all staff on the optimism they provide as well as guidance.

Circle of Care – This will be postponed for this year. We will regroup and rethink for the following year.

**Old Business** – None

**New Business** – Jim brought a few new items for discussion.

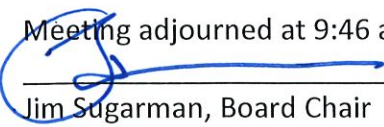
- Mass Mutual 401k – Jim recommended adding himself and Mike Dyer as new signers and take off Jaime and Joyce. **MOTION: Motion to add Jim Sugarman and Mike Dyer as signers for Mass Mutual 401k as presented (Colonel Richards/Pembamoto). Motion carried unanimously.**
- Non Profits First – Please look carefully at their letter and their statement closely as they are very specific. Hope to meet deadline of August 30, 2019.
- Manuals – The agency is collecting copies of all AAA's manuals and policies for review to compare our current policies and procedures.
- NCOA – We did receive one request from NCOA after they received the email about Jaime's resignation. They asked for our 990 and most recent audit.
- Staff / Rent – Looking into both of these items to see how we can manage.
- Leadership Sponsorship – Barbara Fretwell asked if we are still doing this award and if so who has donated. Sonja will find out who has already paid and email the board.

**Board Comments** – None

**Public Comments** – None

**Quorum** – was met

Meeting adjourned at 9:46 a.m.

  
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Jim Sugarman, Board Chair